

**LICENSING AND RENEWAL
PROCEDURES**

FOR SURPLUS LINES

BROKERS

TO OBTAIN AUTHORITY

IN VIRGINIA

NONRESIDENT INSTRUCTIONS

December 2003

Licensing and Renewal Procedures for Surplus Lines Brokers to Obtain Authority in Virginia

Individual applicants must be at least 18 years of age.

The initial licensing process requires a \$50 nonrefundable application-processing fee. Checks should be made payable to the Treasurer of Virginia, SCC/BOI. Personal checks are not accepted.

The renewal process requires a \$50 nonrefundable application-processing fee. Checks should be made payable to the Treasurer of Virginia, SCC/BOI. Personal checks are not accepted. Virginia Surplus Lines Broker licenses renew July 1st of each year.

The initial licensing process requires any resident or nonresident applicant who has been convicted of (or pled guilty or nolo contendere to) a violation of law, other than a minor traffic offense, to provide a current criminal history report from the state law enforcement agency in your area and a certified copy of the court order regarding any convictions arising from the trial proceedings. You must include a letter explaining the circumstances surrounding the offense, and if applicable, a letter from the federal or state probation and parole office outlining your performance or satisfactory completion of your probationary period.

Subsequent to the issuance of the license, you must report to the Bureau of Insurance within 30 calendar days the facts and circumstances regarding a conviction of or pleading guilty or nolo contendere to any felony offense.

An agent (resident or nonresident) is required by law to report to the Bureau of Insurance within 30 calendar days the final disposition, to include a copy of the order, consent to order, and/or other relevant legal documents, of any administrative action taken against him in another jurisdiction or by another governmental agency.

Individual

The following forms should be submitted if the licensee is an individual:

- SLB-1, INDIVIDUAL APPLICATION FOR LICENSE must be completed in its entirety. The "Applicant's Certification and Attestation" replaces the previous requirement of notarized signatures.
- A current (not more than 90 days old) CERTIFICATION LETTER from the home state. The applicant must hold specific license authority to act as a Surplus Lines Broker (or equivalent title) in the home state. A Surplus Lines Broker license will not be issued to individuals who do not hold this authority in their home state.

Business Entity

The following forms should be submitted if the licensee is a partnership, corporation, or Limited Liability Company:

- SLB-1, AGENCY APPLICATION FOR LICENSE must be completed in its entirety. The “Applicant’s Certification and Attestation” replaces the previous requirement of notarized signatures and should be signed by the officer of the corporation or limited liability company. If the applicant is a partnership, a partner should sign the form. The authorized individuals who are listed must be licensed as a Property and Casualty agent in the state of Virginia.
- A current (not more than 90 days old) CERTIFICATION LETTER from the home state. The agency must hold specific license authority to act as a Surplus Lines Broker (or equivalent title) in the home state. Exceptions to this will be (1) if the home state can provide a statement in addition to the certification letter showing that the agency is qualified to act as a Surplus Lines Broker (2) if the home state does not list the lines of authority that the agency is licensed for, but lists the names of the officers/agents licensed within the agency. In this case, the agency will be required to provide a certification letter for the agency as well as a certification letter for the officer/agent within the agency who is licensed as a Surplus Lines Broker in the home state.
- Copy of the “certificate of authority” from the Clerk of the Commission. You may contact (804) 371-9733 for instructions on how to obtain the certificate of authority. You must be registered with the Clerk of the Commission in order to obtain a new license or renew an existing license. (Note: This is the equivalent of obtaining a certificate of authority from the Secretary of State in most other states.)

The above information is not intended to be all-inclusive. If you have any questions or problems not addressed here, please contact the Bureau.

The Mailing address is as follows:
Bureau of Insurance
Agents Licensing Section
P.O. Box 1157
Richmond, VA 23218

The Overnight address is:
Bureau of Insurance
Agents Licensing Section
1300 E. Main Street
Richmond, VA 23219